

Highly Migratory Species International Dealer Permits

Version 1.0

This help file is formatted as follows: Each screen is presented with sample data completed.
Following the screen are explanations of the meaning, purpose and value constraints for each field.

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Application Welcome

Highly Migratory Species

Dealer Permit Application

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

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Effective July 1, 2005, all dealers importing, exporting, or re-exporting bluefin tuna, swordfish, southern bluefin tuna and frozen bigeye tuna must hold a Highly Migratory Species International Trade Permit (HMS ITP) and follow the required reporting procedures established at 50 C.F.R. 300.183 through 300.187. The HMS ITP is required to assist the United States implement international trade tracking programs addressing illegal, unreported, and unregulated fishing activities, improve conservation and management measures, and enhance the scientific evaluation of these stocks.

Under international agreements and domestic law, the United States implements recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT) and Inter-American Tropical Tuna Commission (IATTC). Both IATTC and ICCAT have implemented a statistical document program for frozen bigeye tuna. In addition, ICCAT has implemented bluefin tuna and swordfish statistical document programs.

Permit applications and further information may be obtained from the [International Trade Permit website](#) or calling 727/824-5326. Specific information regarding reporting requirements will be distributed to new permit holders and posted on the above website.

Please [login](#) to add/update Permit Data.

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Home

Returns you to the opening screen.

Guidelines

Navigation link to a general discussion of the application completion guidelines.

[Application](#)

Navigation to application entry screen, to be successful you must first log into the application at [login](#)

Search




Navigation the application search screen, to be successful you must first log into the application at [login](#).

Logout

Logs you off the database, exits the system, and closes your browser.

Guidelines

General instruction for application completion.

Highly Migratory Species					
					
Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.					
Home	Guidelines	Application	Search	Logout	Help
NOAA HMS International Trade Permit					
<p>A NMFS Highly Migratory Species International Trade Permit is required pursuant to 50 CFR 300.182 to import, export, or re-export swordfish, bluefin tuna, southern bluefin tuna, and/or frozen bigeye tuna, regardless of ocean area of origin.</p>					
Application Instructions					
<p>Section 1 Print or type the requested information. NOTE: If business does not have a Federal ID Number, and owner does not have a social security number, then a DUNS number is required.</p>					
<p>Section 2 Print or type the names and addresses of additional facilities where fish are received, if applicable. If more space is needed, attach an additional sheet.</p>					
<p>Section 3 Print or type the requested information.</p>					
<p>Section 4 List all other state and Federal licenses, if applicable.</p>					
<p>Section 5 Include a check or money order made out to the United States Treasury for \$25.00. Select appropriate delivery options. For FedEx delivery, a completed airbill, including your account number or major credit card number with expiration date, is required.</p>					
<p>Section 6 The application must be complete and signed by the owner or it will be returned. The owner's signature declares under of penalty of law that all information on the application is true, accurate and complete.</p>					
<p>Paperwork Reduction Act Notification: Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the information. Send comments regarding this burden estimate or suggestions for reducing this burden to: NMFS, Highly Migratory Species Division, 1315 East West Highway, Silver Spring, MD 20910. The Paperwork Reduction Act requires potential respondents for a dealer permit to be notified of certain information regarding their rights and the burden associated with applying for a Federal dealer permit. One of the regulatory steps taken by NMFS to carry out conservation and management objectives is the requirement of a permit for users of the resources. Section 971(d) of the Atlantic Tunas Convention Act authorizes the promulgation of regulations as may be necessary and appropriate to implement the recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT). This permit is necessary for the implementation of required ICCAT trade monitoring programs. Pursuant to Section 402(b) of the Magnuson-Stevens Act, and consistent with NOAA Administrative Order 216-100 (Confidentiality of Fisheries Statistics), the Agency does not release confidential information submitted in compliance with provisions of the Act, other than in aggregate form and under circumstances required or authorized by law. Whenever data are requested or released to the general public, the Agency ensures that information on the pecuniary business activity of a dealer is not identified. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to, a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.</p>					

login



The screenshot shows the login interface for the Highly Migratory Species Dealer Permit Application. The header features the title "Highly Migratory Species" and "Dealer Permit Application" with four underwater images of marine life. Below the header is a navigation bar with links: Home, Guidelines, Application, Search, Logout, and Help. The main content area contains two input fields: "Username" with the value "doug.turnbull@noaa.gov" and "Password" with masked characters. Below these fields are "Enter" and "Reset" buttons. The footer includes the NOAA logo, a list of links (Contact Us, Disclaimer, Privacy Policy, Information Quality Guidelines), and a copyright notice for 2005.

Highly Migratory Species

Dealer Permit Application

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

[Home](#) [Guidelines](#) [Application](#) [Search](#) [Logout](#) [Help](#)

Username

Password

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Username

Enter your valid NOAA email address. New users are verified, and the username recorded, by the system administrator. Username is case sensitive.

Password

Enter your valid HMSDP password. Passwords should be six or more characters in length and are case sensitive. Passwords are assigned and recorded by the system administrator.

Enter

Validates Username and Password, logs on to Oracle and the HMS system and refreshes the screen.

Reset

Clears Username and Password fields.

Application Entry

Navigation to Application entry screen, to be successful you must first log into the application at [login](#)

The screenshot shows the 'Highly Migratory Species Dealer Permit Application' web application. The header features four images of marine life (a shark, a sailfin mackerel, a shark, and a group of fish) with photo credits below them. A navigation bar includes links for Home, Guidelines, Application, Search, Logout, and Help. The main content area is titled 'Search Dealer/Business Information' and contains a text box for 'Business Id No.' with the value '1234567' and a 'Search' button. Below the text box, there is a 'Search' button. The footer includes a logo on the left, a copyright notice '© 2005' in the center, and another logo on the right.

Highly Migratory Species

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

Dealer Permit Application

Home Guidelines Application Search Logout Help

Search Dealer/Business Information

Primary functionality of this screen is:

- If a Business Id No. is not entered, it will take you to the insert screen for inserting a new permit.
- if a Business Id No. is entered and it does not exist in the database, then it will also take you to the insert screen with business Id No. pre-filled for inserting a new permit.
- if a Business Id No. is entered and it does exist in the database, then it will take you to the update screen with pre-filled information for viewing or updating.

Business Id No.

Search

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Business ID No.

Enter the Federal Tax Identification Number for most businesses; the SSN of the owner of a sole proprietorship; or in the case of an American possession where neither is required, a Dun and Bradstreet registration number. Press “Search” to edit an existing record.

Leave blank and press “Search”, or enter a new Federal Tax ID, SSN, or DUNs Number as appropriate and press “Search” to enter a new record.

Search

Executes a query to edit an existing record or opens a blank page to enter a new permit application.

Search

This link returns all the stored records in the database sorted by the issuing region, permit number and permit holder name.

Search Detail

Select one or more of the permits returned and press the search button to return links to record summaries and to the permit report.

Results of Permit Search				
Permit #	SE10001	Mike's seafood	Complete Record	Certificate
Permit #	NE10002	Testing Permit Insertion	Complete Record	Certificate

Complete Record

Returns a summary of the selected set of permit records

Certificate

Generates a PDF of the Highly Migratory Species International Dealer Permit using the current data stored in the database. The system does not automatically void older records, and care must be taken creating and printing permit certificates.

Highly Migratory Species International Dealer Permit Application

All fields in red with an asterisk are mandatory and may not be left blank.

Neither spelling validation *nor* reasonableness checks for zip codes, area codes or other data is performed by the system. The mythical company “Sonny’s Seafoods” was created for explanatory, and demonstration purposes.

The application itself is formatted into five general areas.

1. Business Information
2. Business Mailing Address/Location Information
3. Contact/Owner Information
4. Permit Information
5. Links to add or edit additional business, owner, or permit information.

Application Business Information

Highly Migratory Species Dealer Permit Application

Photo credits left to right: Rapture Marine Expeditions, Bill Boyce, Rapture Marine Expeditions, and Randy Wilder.

[Home](#) [Guidelines](#) [Application](#) [Search](#) [Logout](#) [Help](#)

I. Dealer/Business Information

* Business Name	Sonny's Seafood		
* Business Id No.	1234567	Dun & Bradstreet (DUNS) No.?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Importer #	123	Sole Proprietor?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Business Formed Date (mm/dd/yyyy)	05/19/2005		

II. Business Mailing Address

* Line 1	1212 Fishermans Terminal	Line 2	Suite 757
* City	Seattle	* State, Zip Code	Washington, 98133
Primary Mailing Address?	Yes	Primary Physical Address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Business Phone No.	2062844000	Fax	2062844001
Business Cell Phone No.	2062844002	Email	SonnySeafood@ismft.net
Business Website	www.SonnySeafood.bus		

Business Name

The name of the organization to whom a dealer permit is issued. This is a required field and will be the name which appears on the printed permit in the “Issued To” field.

Business ID No.

The Federal Tax Identification Number for most businesses; the SSN of the owner of a sole proprietorship; or in the case of an American possession where neither is required, a Dun and Bradstreet registration number.

Importer Number

This is the US Customs service number assigned to a business involved in international trade. The importer number is the Federal Tax Identification Number for most businesses; the SSN of the owner of a sole proprietorship; or in the case of a business outside of any US Customs District is a number assigned by customs. In each case an alphanumeric suffix is added to identify business type. The inclusion of this identifier allows cross-references between trade databases.

Business Formed Date

The date the business was incorporated, partnership formed, or otherwise commenced operations.

Dun and Bradstreet No (Y,N)

Identifies the Business ID No. as a DUNS number. Only set to yes in the case of a business for whom a federal tax identification or social security number is not required by law.

Sole Proprietor (YN)

Identifies the Business ID No. as a social security number. Only set to yes in the case of a sole proprietor operating within a US Customs district.

Business Mailing Address**Line One**

The first line or PO Box of the primary business mailing address of the applicant; The address entered on this page is the address to which the permit will be mailed and business correspondence sent. As with the owner section, the initial entry is on this main page and additional business locations are entered and edited from navigation links at the bottom of the web page.

Line Two

The second line of the primary business mailing address of the applicant.

City

The city of the primary business mailing address of the applicant.

State, Zip Code

The State and seven digit Zip Code of the primary business mailing address.

Primary Mailing Address (Y, N)

Defaults to Yes. This is the address to which the permit will be mailed and business correspondence sent. This field may not be edited by the user. The first address entered must be the business mailing address, subsequent locations and addresses will default to No.

Primary Physical Address (Y, N)

If this is the Primary Physical Address of the applicant set this value to Yes. The physical address is location of the place of business. A business may have operations in multiple locations; only one of these can be designated as its principal place of business for the purposes of this permit.

Business Phone Number

This is the Daytime Phone Number of the business at this location.

Fax

This is the Fax Number for the business at this location.

Business Cell Phone Number

This is a cell phone number associated with the business at this location.

Email


This is an email address associated with the business at this location. It may or may not be directed to an owner or officer of the firm.

Business web site

This is the URL for the business, it may or may not be specific to this location.

Application Owner Information

An application may be submitted referencing many owners or points of contact. One of these ought to be designated as the principal point of contact regarding this permit, usually the initial or first contact person listed. As with business locations the initial entry is on this main page and additional contacts are entered and edited from navigation links at the bottom of the web page.

III. Owner Information			
Is this Primary Contact?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Title	President
Name Prefix	<input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms	* Last Name	Bono
* First Name	Sonny	M.I.	C
Name Suffix	JR	BirthDate	04/04/2005 
Address Line 1	321213 Ballard Ave	Address Line 2	
City	Seattle	State, Zip Code	Washington 98133
* Phone No.	2062844000	Extension No.	423
Fax No.	2062844001	Cell Phone No.	3242323423
Email	SonnyBono@hotmail.com		

Is this the Primary Contact? (Y,N)

If this entry is the primary contact for business regarding this permit set the value to Yes.

Title

Enter the title of the contact if applicable.

Name Prefix

Select as appropriate.

Last Name

Enter the last name of the contact – *This is a required field.*

First Name

Enter the first name of the contact – *This is a required field.*

M.I.

Enter the middle initial of the contact if applicable

Address Line 1

Enter the First line of the contact address or PO Box if that information is available.

Address Line 2

Enter the Second line of the contact address if that information is available.

City

Enter the city name of the contact address if that information is available. Note City names are not validated against postal service data files.

State, Zip Code

Enter the state and zip of the contact address if that information is available. Note State names and zip codes are not validated against postal service data files.

Phone Number

Enter the daytime phone number for the owner - *This is a required field.*

Extension Number

Enter the extension for the contact if that information is available.






Fax Number

Enter the fax number for the contact if that information is available.

Email

Enter the email address for the contact if that information is available.

Application Permit Information

IV. Permit Information			
Dealer Permit #	SE10001	* Effective Date	06/16/2005 
Issue Place	Southeast 	* Expiration Date	12/31/2006 
Has a Renewal Notice been sent?	<input checked="" type="radio"/> Yes <input type="radio"/> No	If so, specify Date	06/01/2005 
Does Sanction exist?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Permit Status	Pending 
Comments	Sonny's Seafoods Permit was printed and mailed June 6, 2005. The permit fee of \$20.00 was recieved and entered into the SERO accounting system June 4, 2005 by Abigail Smyth.		
<input type="button" value="Update"/>			

Dealer Permit

This field may not be edited by the user. The value is generated from concatenating the issuing region to a sequential number beginning with 10,000.

Effective Date

The date of issuance or date the permit becomes active.

Issue Place

The region from which the permit was issued.

Expiration Date

The when the permit becomes inactive if not renewed.

Has Renewal Notice been sent? (Y,N)

This is a place holder available to staff to verify the mailing of a renewal notice to the permit holder.

If so, specify Date

The date a renewal notice was sent.

Does Sanction exist?

This is a place holder available to staff to indicate that a permit or the holder of a permit has had action taken against him/her which would prevent the renewal of this permit

Permit Status

The current status of the permit – defaults to Active.

Comments

Descriptive text limited to 2500 characters.

Update/Save

When adding new applications pressing this button will commit the new record to the database. When editing an existing application pressing this button will save your changes. ***If you do not commit your files – they will not be saved.***

Application Links

This section of the application provides navigation to pages to add and edit additional location, owner and permits. The *Print Permit Certificate* opens a dialog to print the current Permit. The *Insert New HMS Application* clears the screen for additional application entry and *Search HMS Applications* returns you to the application entry Screen.

Print Permit Certificate	
Insert Additional Business Information	Update Additional Business Information
Insert Additional Owners	Update Additional Owner Information
Insert Additional Federal Permits Held	Update Additional Federal Permits Held
Insert New HMS Application	Search HMS Applications

Print Permit Certificate

This link collects all the permit data for the permit and permit holder currently displayed, formats, and prints to the screen a Adobe Acrobat pdf file which may be printed on regular bond paper or for the SERO on permit stock. If the display is not as expected verify that your Acrobat Viewer is 5.0 or greater. If the presentation remains problematic contact your system administrator for the correct Acrobat program settings.

Insert Additional Business Information

This Editor returns a blank form for entering additional business operations for a permit holder. The sample has been completed with the minimum required data. A business to whom a permit has been issued may operate in multiple locations, doing business as different enterprises. One of these locations may be designated as the principal physical location for doing business by setting the radio button to "Yes."

Changes are saved to the database by pressing "Save."

The reset button clears the form without saving.

Dealer/Business Information			
Business Name	Sonny's Seafoods		
Business Id No.	1234567	Dun & Bradstreet (DUNS) No.?	No
Additional Business Mailing Addresses			
* Business Name	The Chum Bucket		
* Line 1	200 Fishermans Rd	Line 2	
* City	Boston	* State, Zip Code	Massachusetts , 30671
Primary Mailing Address?	No	Primary Physical Address ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Business Phone No.		Fax No.	
Business Cell Phone No.		Email	
Business Website	http://www.thechumbucket.bus		
Save		Reset	

Update Additional Business Information

This Editor returns all the business locations that have been entered and saved for a permit holder. Navigation between records is performed using the “Next” and “Previous” buttons, and changes are saved to the database by pressing “Update.”


Home	Guidelines	Application	Search	Logout	Help
Dealer/Business Information					
Business Name	Sonny's Seafoods				
Business Id No.	1234567	Dun & Bradstreet (DUNS) No.?	No		
Additional Business Mailing Addresses					
* Business Name	Sonny's Seafoods				
* Line 1	102 Newport Way	Line 2			
* City	Newport	* State, Zip Code	Oregon	98335	
Primary Mailing Address?	Yes	Primary Physical Address?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Business Phone No.	5036894656	Fax No.			
Business Cell Phone No.		Email			
Business Website					
<input type="button" value="Update"/>					
<input type="button" value="Previous"/>		Page 1 of 1		<input type="button" value="Next"/>	

Insert Additional Owners

This Editor returns a blank form for entering additional owners or contacts for a permit holder. The sample has been completed with the minimum of required data and an email address. Of the owners and contacts entered, one may be designated as the primary contact for conducting permit business by setting the radio button to "Yes."



Changes are saved to the database by pressing "Save."

The reset button clears the form without saving.

Home Guidelines Application Search Logout Help			
Dealer/Business Information			
Business Name	Sonny's Seafoods		
Business Id No.	1234567	Dun & Bradstreet (DUNS) No.?	No
Additional Owner Information			
Primary Contact Person?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Title	Business Manager
Name Prefix	<input checked="" type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms	* Last Name	None
* First Name	Cher	M.I.	
Name Suffix		BirthDate	<input type="text"/> 
Line 1		Line 2	
City		State, Zip Code	state <input type="text"/> , <input type="text"/>
* Phone No.	2067880236	Extension	
Fax No.		Cell Phone No.	
Email	cher@sonnyseafoods.net		
Save		Reset	

Update Additional Owner Information

This Editor returns all the owner/contact information that has been entered and saved for a permit holder. Navigation between records is performed using the “Next” and “Previous” buttons, and changes are saved to the database by pressing “Update.”

Dealer/Business Information			
Business Name	Sonny's Seafoods		
Business Id No.	1234567	Dun & Bradstreet (DUNS) No.?	No
Additional Owner Information			
Primary Contact Person?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Title	Business Manager
Name Prefix	<input type="radio"/> Mr <input type="radio"/> Mrs <input checked="" type="radio"/> Ms	* Last Name	None
* First Name	Cher	M.I.	
Name Suffix		BirthDate	
Line 1		Line 2	
City		State, Zip Code	state  ,
* Phone No.	2067880236	Extension No.	
Fax No.		Cell Phone No.	
Email	cher@sonnyseafoods.net		
Update			
<div style="display: flex; justify-content: space-between; align-items: center;"> Previous Page 2 of 2 Next </div>			

Insert Additional Federal Permits Held

This Editor returns a blank form for entering additional federal permits held a highly migratory species international dealer permit holder. The sample has been completed with the minimum of required data. This information is self reported and any validation must be done outside of this system.

If a sanction has been placed against the entered permit record, it may be so indicated by setting the "Does Sanction exist?" radio button to "Yes."

Changes are saved to the database by pressing "Save."

The reset button clears the form without saving.

Dealer/Business Information			
Business Name	Sonnys Seafoods		
Business Id No.	1234567	Dun & Bradstreet (DUNS) No.?	No
Additional Federal Permits Held Information			
* Federal/State Permit #	AKR9522RKC		
* Permit Name	Bristol Bay Red King Crab Processor Permit		
* Issuing Agency	Alaska Region NMFS		
Does Sanction exist?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Save		Reset	

Update Additional Federal Permits Held

This Editor returns all the addition permit information that has been entered and saved for a a highly migratory species international dealer permit holder. Navigation between records is performed using the "Next" and "Previous" buttons, and changes are saved to the database by pressing "Update."

Dealer/Business Information			
Business Name	Sonnys Seafoods		
Business Id No.	1234567	Dun & Bradstreet (DUNS) No.?	No
Additional Federal Permits Held Information			
* Federal/State Permit #	AKR9522RKC		
* Permit Name	Bristol Bay Red King Crab Processor Permit		
* Issuing Agency	Alaska Region NMFS		
Does Sanction exist?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Update			
Previous		Page 1 of 1	Next

Insert New HMS Application

This link clears the editor for the insertion of a new Highly Migratory Species International Dealer permit application. No validation or other data checks are currently performed. Please proof your work prior to entering a new set of records. The back button on the browser can be used to return to a record to make corrections, or a record may be quired and edited using the Search link.

Search HMS Applications

This link returns the user to the [Application Entry](#) screen in query mode. Entering the business id number (Federal Tax ID, SSN, or DUNS) will return the permit for that business, or if none is found will create data input screens for a new set of records. To search the entire data base press the [Search](#) link at the top of the page.